



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
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JIM REDDOCH, J.D.  
COMMISSIONER

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

|                      |  |                |           |
|----------------------|--|----------------|-----------|
| <b>JOB TITLE:</b>    | Planning & Quality Assurance Specialist IV<br>(Assistant Director of DD Certification)                   | <b>NUMBER:</b> | 14-09     |
| <b>JOB CODE:</b>     | Q4000  | <b>DATE:</b>   | 8/29/2014 |
| <b>SALARY RANGE:</b> | 80 (\$52,663.20 - \$80,287.20)   | <b>PCQ#:</b>   | 8824342   |
| <b>JOB LOCATION:</b> | Department of Mental Health<br>RSA Union Building<br>100 North Union Street<br>Montgomery, AL 36130-1410 |                |           |

**QUALIFICATIONS:** Master's degree in Public Health, Public Administration, Business Administration or in a human services field, plus considerable (48 months or more) experience in quality assurance/ quality improvement.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**NECESSARY SPECIAL REQUIREMENT:** Possession of, or eligible for, license or certification, if required for the particular discipline.

**KIND OF WORK:** This is a highly responsible professional position in the Central Office of the Alabama Department of Mental Health, Division of Developmental Disabilities (Division of DD). The person in this position will serve as the assistant to the Director of Certification and will be in-charge of supervising certification staff and processes in the absence of the Director. This position will function as a floater to assist other certification staff with site reviews of large agencies across the state, thereby requiring substantial travel. The person in this position will take the lead in conducting for-cause and follow-up reviews based on complaints regarding possible Health, Safety, or Abuse, Neglect, Mistreatment violations. The person in this position will provide input into Policies, Procedures, and Regulations relative to best practices for the provision of services to individuals with developmental disabilities. In addition, this position will represent the Division and/or Department on various committees; performs other related job

duties, and special projects as directed by the Director of Certification, Director of Quality and Planning and the Associate Commissioner for Developmental Disabilities Services.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of quality improvement concepts and management principles. Knowledge of the MH/DD service delivery system in Alabama. Knowledge in the development of policies and procedures. Leadership skills and abilities to chair and assist in the coordination of committees and activities. Knowledge and experience in using a personal computer and related software programs. Knowledge of Medicaid programs, and Medicaid requirements. Knowledge of the field of services for persons with cognitive disabilities on a state, federal, and national level. Knowledge of Medicaid Home- and Community-Based Waivers. Administrative ability to effectively coordinate efforts of various people and resources to achieve desired outcomes. Skilled at listening and accurately communicating with a variety of people to understand problems and requests for information. Skilled at problem analysis and solving, especially in anticipating and preventing future problems. Skilled in writing. Skilled at being a leader and self-starter. Ability to plan and organize workflow, and prioritize work activities. Ability to plan, direct, and review the work of others. Ability to analyze information and recommend appropriation action; develop major reports and analyses other professional documents. Ability to understand and exercise good judgment in interpreting department policies, federal / state laws and regulations. Ability to keep a variety of projects organized and moving forward simultaneously. Ability to bring creativity and innovation to the service delivery system to promote consumer self-determination and community integration.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug testing and security clearances may be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with consumers.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Human Resources Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. **An official copy of academic transcripts is required and must be forwarded by the college or university to the Human Resources office at the above address.**

**DEADLINE: September 26, 2014.**